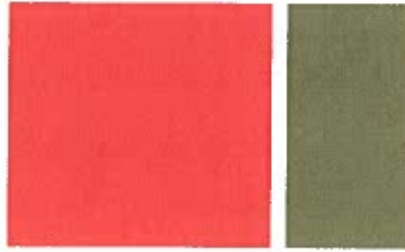




**MOHOKARE**  
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950  
Tel: 051 673 9600  
Fax: 051 673 1550  
E-mail: info@mohokare.co.za  
www.mohokare.co.za

**Mohokare Local Municipality subscribes to the principles of the Employment Equity Act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.**

**Applications are invited from suitably qualified persons to fill the following position.**

**SUPPLY CHAIN ACCOUNTANT-ZASTRON  
INTERNAL ADVERT/EXTERNAL ADVERT  
REMUNERATION: R 314 616.00 Per Annum**

**KEY REQUIREMENTS:**

Applicants must be in possession of a B Degree in Accounting, Logistics and Supply Chain Management, compliance with the relevant minimum competency levels for Financial officials as prescribed, will be an added advantage. 3 Years relevant experience in a Local Government Environment. Excellent organizational and administrative skills, Excellent analytic and problem solving ability and also high level of responsibility and confidentiality. Code B Driver's License.

**KEY RESPONSIBILITIES:**

- Responsible for handling administrative tasks pertaining to the bidding process.
- Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Responsible for participating in meetings and providing information on specific supply chain processes and procedures.
- Responsible for controlling admin sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids.
- Responsible for arranging and attending specifications and site meetings to communicate and/or inform prospective bidders on requirements and specific terms and conditions.
- Powers and duties in accordance with Supply Chain Management regulations.

**CLOSING DATE: 27<sup>th</sup> October 2020 @ 16h00**

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS ([www.mohokare.gov.za](http://www.mohokare.gov.za)) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

**Human Resource Manager**  
Mohokare Local Municipality  
P.O. Box 20  
Zastron  
9950

Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

**Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.**

